

## Safety Review Meeting Worksheet

[illegible]

### Safety Review - Worksheet Keywords

<u>ACTIVITY</u> (Const., Maint., Dem.)	<u>HAZARD</u>	<u>CAUSE OF HAZARD</u>	<u>ASSESS</u> SEVERITY	<u>RISK</u> FREQUENCY	<u>PROTECTIVE MEASURES IN</u> <u>DESIGN</u>	<u>RECOMMENDATIONS</u>
<p><b><u>Key Words:</u></b></p> <p>Construction :</p> <ul style="list-style-type: none"> <li>◆ Groundworks</li> <li>◆ Excavations</li> <li>◆ Foundations</li> <li>◆ Tunnels/shafts</li> <li>◆ Steelwork</li> <li>◆ Pipework</li> <li>◆ Shell/Roofwork</li> <li>◆ Falsework/Formwork</li> <li>◆ Site services</li> <li>◆ Electrical/C&amp;I</li> <li>◆ Heating &amp; Ventilation</li> <li>◆ Handling</li> <li>◆ Installation</li> <li>◆ Coating/Finishing</li> <li>◆ Start-up &amp; Commissioning</li> </ul> <p>O &amp; Maintenance :</p> <ul style="list-style-type: none"> <li>◆ Mechanical</li> <li>◆ Pressure</li> <li>◆ Electrical</li> <li>◆ C&amp;I</li> <li>◆ Repair in situ</li> <li>◆ Remove/replace</li> <li>◆ Cleaning</li> </ul> <p>Demolition :</p> <ul style="list-style-type: none"> <li>◆ Survey/preparation</li> <li>◆ Piecemeal demol.</li> <li>◆ Controlled collapse</li> <li>◆ Dismantling</li> </ul>	<ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Trapped by -</li> <li>• Struck by -</li> <li>• Contact with -</li> <li>• Exposure to -</li> <li>• Miscellaneous injury by -</li> </ul>	<ul style="list-style-type: none"> <li>– Elevated working</li> <li>– Trench</li> <li>– Temporary Platform</li> <li>– Roof</li> <li>Collapse or overturn of: <ul style="list-style-type: none"> <li>– Structure (part)</li> <li>– Equipment, piping</li> <li>– Earth, rocks</li> <li>– Vehicle, machinery</li> </ul> </li> <li>– Vehicle, plant</li> <li>– Falling object</li> <li>– Electricity (tools or power lines)</li> <li>– Moving machinery</li> <li>– Hot surfaces</li> <li>– Harmful substances</li> <li>– Noise/vibration</li> <li>– Lifting</li> <li>– Restricted access</li> <li>– Lighting level</li> <li>– Stored energy or pressure</li> <li>– Inconsistent spec.</li> <li>– Other</li> </ul>	<p>High Medium Low</p>	<p>High Medium Low</p>	<p>Responsible engineer to identify the approach taken, if hazard has already been considered.</p> <p>Examples :</p> <ul style="list-style-type: none"> <li>◇ Insulation and earthing specified to standards</li> <li>◇ Signs warning of danger have been specified on Layout drawings</li> <li>◇ Identified in suggested erection procedure on drawing</li> </ul>	<p>The Design Review Team to decide if further design work is necessary and reasonably practicable. Actions to be recommended on basis of “hierarchy of risk control”.</p> <p>Typical Recommendations might include :</p> <ul style="list-style-type: none"> <li>⇒ No further actions.</li> <li>⇒ Construction to note Hazard; no design actions practicable.</li> <li>⇒ Modify design to remove hazard by incorporating “xyz”</li> <li>⇒ Relocate “xyz” to allow easier maintenance access.</li> <li>⇒ Add “xyz” to assist in handling during construction</li> <li>⇒ Add Note to design documentation.</li> <li>⇒ Advise Customer of recommended additional feature, implement if approved.</li> </ul>